

Community Infrastructure Levy (CIL) - Form 7: Self Build Exemption Claim Form Part 1

An exemption for a self build home must be granted prior to the commencement of the development AND a Commencement (of development) Notice must be received by the Charging/Collecting Authority prior to the date of commencement of the development. The applicant will otherwise be liable for the full levy charge.

Part 2 of this form must be submitted to the Charging/Collecting Authority within six months of the completion of the development. The applicant will otherwise be liable for the full levy charge.

Please complete the form using block capitals and black ink and send to the Charging Authority (or Collecting Authority if this differs from the Charging Authority).

See [\[link\]](#) for guidance on CIL generally, including "relief from the Levy".

Section A: Claiming Exemption - General Information

To be completed by the individual(s) claiming self build exemption.

1. Application Details:

Applicant Name:

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

Please provide the full postal address of the application site:

If postal address/postcode not known, or original relief claim was submitted with reference to grid reference, please provide:

Easting: Northing:

Description:

Section B: Self Build Declaration

I declare that this a "self build project" for purposes of the exemption set out within the regulations

I declare that I will occupy the premises as my sole or main residence for a period of 3 years from completion of the property

I declare that I will provide the required supporting documentation as set out in 'Self Build Exemption Claim Form Part 2' within 6 months of completion of the property and I understand failure to do this will result in CIL becoming payable

I declare the amount of de minimis State aid received in the last three years prior to submission of this application for relief is less than 200,000 Euro

'Self Build' for the purposes of CIL exemption is defined as all homes built or commissioned by individuals or groups of individuals for their own use, either by building the home on their own or working with builders.

'Completion' for the purposes of CIL exemption is defined as the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations 2010 or section 51 of the Building Act 1984 (final certificates).

Information about de minimis State Aid for the purposes of CIL exemption can be found here: [\[link\]](#)

Declaration

I confirm that the details given are correct.

I understand:

That my claim for exemption will lapse where a commencement notice is not submitted prior to commencement of the chargeable development to which this exemption applies.

The meaning of a 'disqualifying event' for CIL self build exemption and that where a disqualifying event occurs before or after commencement of development I must inform the collecting authority within 14 days.

That my claim for self build exemption will lapse where development commences prior to the collecting authority informing me of its decision.

Name- Claimant:

Date (DD/MM/YYYY):

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

*On receipt of this application the collecting authority will make a decision on your claim as soon as practicable and inform the amount of CIL relief granted in writing. You **must** then submit a commencement notice to the collecting authority prior to starting on site. Failure to do so will result in the CIL charge becoming payable in full.*